

SCF (Swift, Certain and Fair) Program Support Coordinator
Correctional Program Support Coordinator
Community Supervision

Job Announcement: Correctional Program Support Coordinator, Executive Service, Grade 109, Salary Range \$3,924-\$7,064 per month.

This position is supervised within the TDOC Division of Community Supervision. This position plays a central role in the implementation of the Swift Certain and Fair Program.

Specific Duties and Responsibilities Include:

- Coordination and management of the day-to-day activities of the SCF program within TDOC
- Establishment and maintenance of communication between SCF Supervision Team Members, action planning team members, project partners outside TDOC, and internal stakeholders.
- Ensuring timeline activities take place on time
- Monitoring all SCF-related activities to ensure the project is being implemented as planned
- Communication and coordination with the SCF Resource Center
- Coordination with the Decision Support: Research and Planning Division regarding data necessary for quarterly performance reports
- Completion of all performance reports in a timely manner, allowing sufficient time for review by the SCF Supervision Team and the TDOC Executive Team
- Serving as the TDOC point of contact for questions from District Directors and others about SCF activities and work products
- Supervision of the implementation of the action plan
- Assistance with training as needed and as called for in the training plan
- Communicating with (Bureau of Justice) BJA to ensure the program is aligned with all BJA requirements

Critical competencies for this position include:

- Proficiency in written and spoken English
- Knowledge of community supervision principles
- Knowledge of the Tennessee system of corrections and community supervision, and the Department of Correction
- Excellent communication skills
- Excellent organization skills
- Ability to facilitate large groups in an action planning product producing defined deliverables
- Ability to manage and maintain an outcome focused timeline

Minimum Qualifications:

- Experience equivalent to four years of increasingly responsible full-time professional administrative experience



- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage work load to meet specific deadlines and timeframes
- Exceptional writing and communication skills required
- Strong presentation skills

To apply, submit the following to BI_Community.Supervision@tn.gov

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to the minimum qualifications listed above

Closing: Applications will be accepted until the close of business October 26, 2018.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.